

# APSCA AUDITOR DATA COLLECTION FACT SHEET

APSCA exists to Enhance the Professionalism, Consistency and Credibility of the individuals and organisations performing independent social compliance audits. APSCA has developed a Competency Framework for Social Compliance Auditors and a Code of Professional Conduct which will form the foundation for the auditor certification process and support Member Audit Firms and Member Auditors.

You are receiving this fact sheet as you are employed either full-time or part-time, a sub-contractor / freelance auditor to an **APSCA Member Audit firm**. At this stage membership to APSCA is at the Audit Firm level, however, we are moving towards the certification of individual APSCA Auditors and therefore beginning the process of collecting auditor information to have **APSCA Member Auditors** as well.

## WHAT APSCA is doing now

As APSCA continues the development of the **Auditor Certification Process**, APSCA is gathering information on all social compliance auditors working for our Member Firms. The information will be used to identify the number of auditors operating within the social compliance space and identify those which meet the expectations highlighted in the APSCA Competency Framework, to prepare for the pilot and subsequent roll-out of the Auditor Certification Process.

The information being requested by APSCA is in line with information requested by other professional member organisations, initiatives/ schemes and is critical to ensuring the certification process is implemented in a way which is realistic, scalable and cost effective. It will also allow APSCA to make the right decisions regarding the membership level assigned to each registered auditor and to prioritise countries for implementation.

## Why APSCA needs personal information such as home address and personal mobile number

APSCA has asked for personal information to reduce duplication of information. For example, we understand many auditors work across multiple firms. We only want auditors to be registered with APSCA once, regardless of the number of audit firms they may audit for, we will ensure each auditor is linked to each audit firm which they are conducting audits for. In some countries, it is common for auditors to use more than one name or have multiple spellings of their name (e.g. legal local name, English name). This personal information will also assist us in differentiating between two people with the same / similar name.

APSCA has chosen to collect home addresses and personal mobile numbers as these provide additional identifiers to which we can triangulate without collecting more sensitive personal information such as date of birth, passport number, country identification number / social security number etc.

In the short term, the risk of information duplication maybe considered low, however, this will grow over time as the volume of auditor data collected by APSCA increases and auditors move organisations. Therefore, we want to collect during the initial phase and focus on eliminating a need to collect a second round of data later.

## WHY you should register to be an APSCA Member Auditor

APSCA have been working with multiple types of people and organisations in the development of the Competency Framework for Social Compliance Auditors and the Code of Professional Conduct. The discussion more recently has been that they will be moving towards publicly stating they want their audits performed by APSCA Registered and ultimately Certified Auditors, working for APSCA Member Firms.

The benefits to you of being registered within the APSCA system are:

- Being one of the first to be registered with the leading global social compliance industry body.
- Be considered as a credible and therefore a preferred social compliance auditor, with demonstrated competencies which are aligned to your APSCA auditor level.
- Joining a professional community – a network of people who you can share and learn best practices and keep the pendulum moving to ensure continuous improvement in the social compliance auditing industry.
- Playing your part in improving workers' conditions by conducting high standard social compliance audits.

### **WHAT APSCA has done to address the privacy & security of your information**

As a global organisation, APSCA's data collection, privacy and security standards meet international requirements such as the EU Data Protection Regulation, which came into effect May 2018. APSCA ensures all auditor information is maintained in a way which protects the privacy of the auditor and audit firm and is outlined in APSCA's Data Security Policy.

The information collected about each individual auditor will be accessible by the relevant APSCA team as required in the execution of their duties. Auditor information will not be shared with the Executive, Stakeholder Board, or other APSCA Members, nor will it be shared with any other party working with APSCA without prior approval by the applicable auditor. The data collected will be categorised in such a way to keep individual identities confidential but will allow APSCA to understand the industry and enable the making of appropriate decisions. Member Firms will have access to auditors who are linked to their organisation, but will not have access to auditors who are employed/ contracted by other Member Firms.

Individual auditors will have secure access to view their own information at their convenience. Changes can be requested by contacting the APSCA Data Administrator ([data.administrator@theapsca.org](mailto:data.administrator@theapsca.org)) who will perform the request within 21 days. As per the APSCA Data Security Policy, individual auditors may, at any time, request a copy of the information we hold by contacting the APSCA Data Administrator.

### **HOW APSCA has addressed confidentiality**

All those working with APSCA have signed a Confidentiality Framework Agreement as part of their employment contract and have committed to uphold the confidentiality of all Members' information as detailed in the APSCA Data Security Policy. This Confidentiality Framework Agreement, which includes confidentiality and privacy expectations between APSCA and Member Firms, has also been signed as a condition of APSCA membership.

### **If you have a complaint**

If you have any reason to believe information may have been mishandled, or a breach in confidentiality has occurred, please contact APSCA's appointed Data Protection Officer, Jonathan Ivelaw-Chapman ([data.privacy@theapsca.org](mailto:data.privacy@theapsca.org)), who will investigate and escalate to APSCA's Executive Board / Chair as necessary.

For general enquiries regarding the data system or our systems and processes to handle data, please contact [director@theapsca.org](mailto:director@theapsca.org).

### **Auditor Membership Fees**

The annual fee for APSCA Member Auditors is USD100 and may be paid by either the APSCA Member Firm or the Auditor directly. The CSCA exam will be taken in 3 parts. Part I and II will be launched first and with the use of technology we have been able to keep the price at USD60 per person per exam. We are investigating the use of technology in the delivery of Part III as well and anticipate having a price for this shortly.